**Name: Provide your full name (or your preferred name). No nicknames or initials**

**Phone:**

**Email:**

**Date of Birth:**

**This is not a legal requirement. It is your choice if you want to include it.**

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**Objective: A career objective explains what you are looking for and what you can offer. It shows that you have thought about the kind of work you want to do. Even if this is your first job, write down what kind of job you would like – be sure to match it to the job you are applying for! Be brief – one or two sentences.**

**Availability: Employers will want to know when you are available. Don’t be too fussy, but indicate when you will be available (i.e. not at regular sports, music, family commitments)**

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**Education: Keep this simple. You can list subjects and results but it is probably best to just write the name of the last year of school you completed or are currently undertaking and which school you are attending.**

**Volunteer/Work Experience: Include any relevant work experience (position, name of employer and length of employment) and if relevant you can list skills, responsibilities and achievements at teach job. Perhaps you have worked for family members or friends. You can also include community service or any other volunteer work.**

**Achievements/Skills: Include coaching, music, sports, academic awards or any leadership positions.**

**Personal Qualities: You may wish to list three or four personal qualities that would be of interest to an employer. Qualities such as leadership, organised, outgoing or friendly are great attributes according to the type of job you are applying for.**

**Interests: Writing a bit about your out of school activities will help give a fuller picture of who you are and is a great opportunity to draw attention to your strengths.**

**Referee: Who can be a referee? Someone who knows you well like a coach, mentor, teacher or another member of the community you have helped out. Avoid someone with the same last name as you. Make sure you provide up-to-date details for your referees and always make sure you have their permission before including them in a resume. It helps to tell the referee a bit about the job you are applying for so they can think about how your skills and achievements are relevant.**

**Written references are very useful to help highlight your skills. Ask potential referees to write you a reference that best describes your skills and qualities.**